

WISCONSIN STATE FACILITIES ACCESS POLICY

TABLE OF CONTENTS

INTRODUCTION	3
STATE FACILITIES POLICY	4
Management and Jurisdiction	4
I. Definitions	5
II. Conditions Governing All State Facilities	5
III. Conditions Governing the Public Areas of the Capitol: The Interior	8
IV. Conditions Governing the Public Areas of the Capitol: The Exterior	9
V. Scheduling Events and Exhibits	11
VI. Permit Decisions & Appeals	12
GENERAL INFORMATION FOR THE STATE CAPITOL	14
Capitol Building and Capitol Square Hours	14
Scheduling Events and Exhibits	14
Community Events	14
Liability Insurance	14
Persons With Disabilities	15
Rest Rooms	15
Tours	15
Safety	15
EMERGENCIES AT THE STATE CAPITOL	
Medical	16
Tornado	16
Fire	16
Emergency Phone Numbers	16
EXHIBITS AT THE STATE CAPITOL	17
Exhibit Design	17
Protecting Surfaces	17
Parking	17
EVENTS, RALLIES, AND PROTESTS AT THE STATE CAPITOL	18
Events on Capitol Square	18
Events in the Rotunda	18
Parking	19
Bus Parking	19
Signs & Decorations	19
RATE SHEET	20
APPENDIX A - List of State buildings subject to policy, pp. 21-23.	

INTRODUCTION

This Policy covers the use of all State facilities by the general public, excluding the Executive Residence and areas of the Capitol Building housing the Assembly, Senate, Supreme Court, and the offices of constitutional officers such as the Governor and Lieutenant Governor. The purposes of this Policy are to coordinate multiple uses of public buildings, preserve public spaces, ensure the health safety and welfare of the public, preserve the aesthetic appearance of historic buildings, and to protect the public from financial losses. Please review this Policy carefully. This Policy applies equally to all proposed uses of State facilities by the general public, regardless of the type of use being sought. However, please also note that certain State facilities may have additional or other restrictions, and it is recommended that you consult the applicable agency for further information. Understanding the Policy will reduce the chance of any last-minute problems for your event. The Policy is divided into the following sections:

- I. Definitions.
- II. Conditions Governing All State Facilities
- III. Conditions Governing the Public Areas of the Capitol: The Interior
- IV. Conditions Governing the Public Areas of the Capitol: The Exterior
- V. Scheduling Events and Exhibits
- VI. Appeals

This Policy supersedes and replaces all prior policies and procedures effective December 1, 2011. If you still have questions after you have read the Policy, please contact the State Capitol Police at (608) 266-7840.

STATE FACILITIES POLICY

Management and Jurisdiction

State facilities generally are under the management of the Department of Administration's Division of State Facilities, and are generally under the jurisdiction of the Department's Division of State Capitol Police. Certain areas of the Capitol are under the jurisdiction of the Senate, the Assembly, the Supreme Court, or the Executive Branch, rather than the Department of Administration ("Department"). Due to its unique dual status as a private residence, the Executive Residence is excluded from the scope of this document. For a complete list of buildings covered by this policy, please see Appendix A.

Some State buildings include public areas. Public areas are generally defined as gathering spaces which are not reserved for regular business use by State officials or employees. Public areas of the Capitol are identified by this policy as: the ground floor and first floor of the Capitol rotunda, hallways, stairways, and the State Capitol Park. Public areas of all State buildings are defined as so much of the grounds outside of State buildings as is under the exclusive control of the State. No other areas internal to any other State building are specifically designated as public areas by this Policy, but may be designated on a limited basis by the grant of a permit. Designation of an area as a "public area" under this policy is not a declaration that an area is a public forum of any type. The Department of Administration reserves the right to change the designation of any area at any time.

All members of the general public wishing to hold an event or to display an exhibit shall apply for a permit, unless the event is a spontaneous event, as defined below. Exhibits displayed without permits will be removed; exhibits removed may or may not be returned to the owner. Events occurring without permits will be terminated if the use conflicts with a previously permitted event. Events with or without permits may be terminated if they become unlawful as described in Wis. Admin. Code Section ADM 2.14, or otherwise conflict with Wis. Admin. Code Chapter ADM 2. Events with or without permits may also be terminated if the event is believed to have exceeded the attendance estimate or the capacity of the building, or if the Capitol Police Shift Commander on duty determines that continuation of the event would constitute a danger to the health, safety or welfare of the public.

Requests for use of the Capitol or any other State facility should be addressed to the appropriate office:

1. Requests concerning **public areas of the Capitol and other State facilities** listed in Appendix A (except as follows), must be addressed to State Capitol Police, Attn.: Permit Processing, State Capitol, 2BN, Madison, Wisconsin 53703.
2. Requests concerning spaces under the jurisdiction of the **Senate** must be addressed to Senate Sergeant-At-Arms, State Capitol, B35S, Madison, Wisconsin 53703.
3. Requests concerning spaces under the jurisdiction of the **Assembly** must be addressed to Assembly Sergeant-At-Arms, State Capitol, 411W, Madison, Wisconsin 53703.
4. Requests concerning spaces under the jurisdiction of any **Constitutional officer** (e.g. Governor, Lieutenant Governor) or the **Supreme Court** should be addressed to the office of that person or body.

The following procedures shall be followed in the administration and operation of the public areas of State facilities. At no time will enforcement of these procedures be influenced or affected by age, sex, race, national origin, disability, religion, or political affiliation.

I. Definitions

The following words and terms, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise. Please refer to Wisconsin Administrative Code § ADM 2.03 for additional definitions.

- A. EXHIBIT: Any display of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs; public service and educational presentations; signs or banners not held by an individual; and historical displays.
- B. EVENT: Any performance, ceremony, presentation, meeting, or rally held in the public areas of any State facility or building. A rally is defined as a gathering of four or more people for the purpose of actively promoting any cause.
- C. CAPITOL: The Wisconsin State Capitol. Unless otherwise specified, the use of the term “Capitol” includes only the building, and not the State Capitol Park or Grounds.
- D. STATE CAPITOL GROUNDS: Unless otherwise specified, the use of the term “State Capitol Grounds” includes all areas from the public streets bordering the State Capitol building to each external door of the building.
- E. FACILITIES: Any building or land owned or managed by the State of Wisconsin Department of Administration, except the Executive Residence. See Appendix A.
- F. SPONTANEOUS EVENT: A spontaneous event is defined as an event where four (4) or more persons gather to exercise their First Amendment rights in response to a triggering event that has occurred within the preceding calendar week, or is currently occurring. Regularly scheduled events, or events that are advertised by any means (including, but not limited to, via electronic social media) seven (7) or more calendar days prior to the starting date of the event are presumptively not “spontaneous events” within the meaning of this Policy.

II. Conditions Governing All State Facilities

The following conditions apply to the general public in public areas of all State facilities.

- A. Permits are required for any event occurring in any area inside or outside of a State building, unless the event is a *bona fide* spontaneous event. This paragraph does not apply to events occurring on the State Capitol Grounds.
- B. Public use of State facilities shall not interfere with the prime use of the facility, including, but not limited to, any legislative session, court proceeding or the conduct of public business by agencies or officials of the State which normally occupy and use the affected facility.

- C. In case of a fire, bomb threat, utility malfunction, structural failure or other unforeseen emergency or threat endangering public safety or health, the State Capitol Police may delay or postpone any scheduled event until the emergency or threat is over.
- D. Individuals or organizations are responsible for returning the areas used in conducting their events or displaying their exhibits to their original condition. Individuals or organizations are responsible for any vandalism, damage, breakage, loss, or other destruction to State facilities caused by that individual or organization. Costs will be assessed to individuals or organizations for damages incurred. Individuals or organizations that organize, sponsor, promote or participate in an event may be held jointly and severally liable for such costs. Where repair of historic buildings is necessary, the cost of the repair will include the costs for the services of specialists in relevant historical restoration skills as determined by the Department, subject to the approval of the State Capitol and Executive Residence Board where applicable.
- E. Individuals or organizations that organize, sponsor, promote or participate in an event may be held jointly and severally liable for law enforcement expenses arising out of the event. Specifically, such persons shall reimburse the State Capitol Police for the deployment of any additional officers to the event site due to the event, and for the overtime costs of any officer arising out of the event. If the officer is employed by the State Capitol Police the rate shall be \$50.00 per hour¹. If the officer is employed by any other agency the charge shall be the actual cost billed to the Department by the other agency. The State Capitol Police may require an advance payment as a condition for granting a permit. The State Capitol Police shall not require an advance payment from, or bill any person for, costs arising out of a law enforcement response to a counter-rally. Where a law enforcement response to a counter-rally is necessary, those who sponsor, promote or participate in a counter-rally shall be held jointly and severally liable for law enforcement costs arising out of the counter-rally.
- F. Individuals or organizations using the State facilities shall indemnify and hold harmless the State of Wisconsin, its departments, agents and employees, from and against any and all suits, damages, claims, or other liabilities due to personal injury or death; damage to or loss of property to the State or to others; or for any other injury or damage arising out of or resulting from the use of any State facility.
- G. Alcoholic beverages shall not be served or consumed in any State facility covered by this Policy without express written permission of the Chief of Capitol Police.
- H. Posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window or other surface of the public areas of any State facility not designed for that purpose is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces, including porches, stairs, statuary, monuments, light wells, fences and trees is also prohibited. Likewise, tacks, nails, staples or other attachments shall not be used.
- I. All items or materials must be removed promptly after an exhibit or event. Persons failing to promptly remove all items, including waste matter, will be billed by the Department for all

¹ This average rate for wage and benefits is subject to change on an annual basis to reflect the then current actual average rate, without need to formally amend this policy.

staff time expended removing such items.

- J. No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of the any State facility, except as provided for by a permit.
- K. The following are considered hazards, and shall not be brought into any State building:
 - 1. Storage of supplies, goods or materials.
 - 2. Any equipment, apparatus or machines which fail to comply with the state administrative code or local fire code, unless exempted.
 - 3. Any personal property if the operation of the personal property depends on utilizing the electrical or other utility service of a public building, or which interferes with the functioning of any electrical or mechanical building system.
 - 4. Skateboards, rollerblades, bicycles, mopeds, motor bicycles or motorcycles, except those owned by the State.
- L. A permit shall be obtained for all exhibits. Exhibits may be permitted in public areas of State facilities subject to the following conditions:
 - 1. The State is not responsible for any damage, loss or theft of exhibits during the period of their installation, display or removal. No special security is provided for exhibits.
 - 2. Exhibitors shall bear all costs of assembling, mounting, displaying and removing exhibits, and of the clean-up and restoring of the space to its original condition.
 - 3. All displays must be free-standing. Exhibits may not hang from walls or ceilings or be affixed to doors, windows, railings, or other building surfaces (except for standing on the floor). Exhibits on exterior facilities may not hang or be affixed to trees, shrubbery, or other plantings, statuary, monuments, fences, light fixtures, light wells or the exterior surfaces of the building.
 - 4. Requests for exhibit space must include a clear layout, scale drawing or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.
 - 5. Requests for exhibit space may be denied if they conflict with State uses.
- M. No sound amplifying equipment may be used without the express written permission of the State Capitol Police. The sound level may not interfere with the prime uses of the building.
- N. No person may use any State building after it is locked and closed without the express written permission of the Department.
- O. To enhance security and public safety, security officers may do the following: packages, backpacks, purses, bags and briefcases suspected of concealing stolen items or contraband may be inspected. Items being brought into any State building may be inspected if there is a reasonable suspicion that they may be capable of destructive or disruptive uses within the building.
- P. Camping or sleeping overnight in or on any State facility is not allowed.

- Q. The sale, display or vending of commercial products or articles in any State facility is prohibited.
- R. Spontaneous events may occur in public areas only. Spontaneous events are not exempt from any provision of Wisconsin Administrative Code Chapter 2, including, but not limited to, prohibitions against blocking ingress to or egress from any State building or any area within any State building.
- S. Carrying firearms in any State building is a violation of criminal law, Wis. Stats. sec. 941.235, with exceptions for certain persons, including those who hold valid concealed carry licenses. All persons openly carrying any firearm in any State building will be asked to leave, regardless of licensure.
- T. A person who refuses to adhere to conditions applicable to state facilities generally, or any specific condition as noted in this policy, is subject to immediate removal from the State facility at the discretion of the State Capitol Police, in addition to any forfeitures or criminal penalties provided by law. Nothing contained herein shall be construed as limiting prosecution under any existing or future law.

III. Conditions Governing the Public Areas of the Capitol: The Interior

The following conditions governing the use of the public areas of the Capitol apply specifically to general public use of the **interior** of the Capitol:

- A. **Hours of Operation:** Visiting hours for the public are from 8:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 4:00 p.m. on weekends and holidays. When either house of the legislature or a legislative committee is in session prior to or following normal hours of operation, the building shall be open to the public 30 minutes before commencement of the session and closed 30 minutes after adjournment of the Senate, Assembly, or legislative committee. Working hours are considered to be 8:00 a.m. to 12:00 p.m., and 1:00 p.m. to 4:30 p.m. or until no legislative body is in session, whichever is later. Events involving the production of a level of noise sufficient to disturb the primary functions of the Capitol, whether permitted or otherwise, shall be limited to non-working hours. Events occurring at other times shall be terminated if the volume of noise produced exceeds 90 decibels as measured at the source of the event, and may be terminated at lower levels if the noise disturbs the functions of the Capitol.
- B. In case of a fire, bomb threat, utility malfunction, structural failure or other emergency or threat endangering public safety or health, the State Capitol Police may lock the Capitol at any time and require that entrances be used only as a means of egress. No person shall enter or attempt to enter through an entrance which is closed pursuant to these conditions until the emergency is over.
- C. An event or exhibit shall not obstruct entrances or block traffic flow through the building.
- D. Moving the Capitol's furnishings, such as furniture, lighting, and paintings, by the organizers, conductors or participants at an event or exhibit is not permitted.

- E. Tables, displays, chairs, or other items shall not be dragged or rolled on the marble floors of the corridors or the floor of the rotunda. All legs must have a rubber base.
- F. Signs on hand sticks are not allowed inside the Capitol.
- G. Helium balloons are not allowed inside the Capitol.
- H. Animals are not allowed inside the Capitol building without the express written permission of the State Capitol Police. Guide dogs may be used without permit when necessary to assist persons with disabilities in the Capitol building. The owner or person having the animal under his or her control shall be responsible for the guide dog.
- I. Wedding ceremonies may be held in the public areas of the Capitol. Duration shall be generally limited to one hour, with a total of no more than fifty guests and participants. Wedding receptions (as distinguished from ceremonies) are not permitted in the Capitol. All facility costs associated with the wedding, including but not limited to equipment, supplies, labor, and overhead, shall be paid prior to the wedding ceremony by the individual(s) requesting the wedding be held in the Capitol.
- J. Spontaneous events occurring in the interior of the Capitol shall not be terminated or redirected without cause. Event participants may be ordered by the State Capitol Police to terminate the event or to redirect the event to the exterior of the Capitol building if participants: (1) interfere with entry into or exit from any space, or (2) interfere with the primary uses of the building, such as by creating a volume of noise that disrupts the work of the executive, judicial or legislative branches of government, or any committee thereof, or (3) otherwise violate any provision of Wisconsin Administrative Code Chapter Adm 2, or (4) otherwise violate any provision of this Policy. Event participants may be held liable for any law enforcement or janitorial expenses actually incurred by the Department in the course of responding to or managing the spontaneous event. Nothing in this paragraph shall be construed as contrary to or limiting Adm 2, or as limiting the authority of the Department to manage the Capitol under Adm 2. **Intentional interference with the free speech rights of persons holding a permit to use a space is strongly discouraged.**
- K. The display of any exhibit shall not be considered an endorsement of the exhibit by the State. Requests for exhibit space may be denied if the display would conflict with the State's use of the facility, if the display's size is contrary to the interest of the public in the appearance of the Capitol, or if the content is inconsistent with the topics of other displays in the Capitol.

IV. Conditions Governing the Public Areas of the Capitol: The Exterior

The exterior of the Capitol includes the State Capital Park, the exterior walls and exterior surfaces of the building, the ground and first floor entrances, porches, and staircases, and the grounds.

Public use of the Capitol grounds for scheduled events or exhibits is subject to the following:

- A. Permits are required for any event occurring on the State Capitol grounds if the event organizer reasonably expects more than 100 persons to attend, or if the event organizer is requesting assistance from the State or the use of State equipment or State resources.
- B. Scheduled events or exhibits on the Capitol grounds shall occur between the hours of 6:00 a.m. and 11:00 p.m. on a daily basis, and shall at no time block any entrance or exit of the building, or impede free access to the building by its occupants or the public. When either house of the legislature or a legislative committee is in session prior to 6:00 a.m. or after 11:00 p.m., the grounds shall be open.
- C. Defacing or damaging the Capitol grounds, including trees, shrubbery, flowers, lawns, sidewalks, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the Capitol (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature in any manner is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the building, including the entrances, porches, and staircases, is prohibited.
- D. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the Capitol building not intended for such purposes is prohibited.
- E. Picketing and the distribution of literature shall not impede or interfere with State business or public access to and use of the Capitol. Individuals and organizations desiring to distribute literature on the Capitol grounds must also apply for a permit. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.
- F. Signs or banners shall not be driven into the ground nor shall they be supported in or by any tree, monument, or other structure affixed to the Capitol grounds. Signs or banners supported by freestanding devices may not be left unattended (i.e., an individual must be stationed within two feet of a freestanding sign or banner at all times to prevent damage to the grounds, injury to individuals, and for security reasons).
- G. Tables and standing exhibits are not allowed without express written permission. Equipment or structures of any kind that are placed on the Capitol grounds in connection with an event or exhibit shall be entirely removed at the conclusion of the event or exhibit, or no later than the time set for closing of the grounds as set forth in Section IV-(A).
- H. No charges will be made to individuals or organizations solely for use of the State Capitol grounds. This paragraph does not preclude charges for: police response or janitorial services as provided in J, below, or for the use of equipment or power, or cost of labor to set up, operate, and remove equipment. **(See rate sheet on page 20.)**
- I. Exhibits are not allowed in the paved driveways leading to the Capitol entrances.
- J. Spontaneous events may occur on the State Capitol grounds. Event participants may be held liable for any law enforcement, janitorial or grounds crew expenses actually incurred by the State in the course of responding to or managing the spontaneous event.

V. Scheduling Events and Exhibits

Requests to schedule events or exhibits in the public areas of State facilities shall be made to the State Capitol Police.

- A. Please note that the State Capitol Police receives hundreds of permit requests per year. Therefore, requests from the public are processed on a first-come, first-served basis. Since the areas available for events and exhibits are limited and the demand is at times high, it is recommended, but not required, that requests be made at least one month in advance. In the case of exhibits, due to the length of time an exhibit may remain on display, additional lead time may be necessary to secure the desired space and date. Any request submitted less than 72 hours prior to the proposed start date may be rejected solely on that basis.
- B. Each request shall be in writing and shall utilize the Facilities Use Request form, which must be signed. A copy of the form is found at the end of this policy manual. A link for the form can be found at: <http://www.doa.state.wi.us/index.asp?locid=163>.
- C. Equipment or services available through the State Capitol Police may be used in connection with an event or exhibit on an “as available” basis, and upon payment of reasonable fees and charges. A list of the equipment and the charges is available upon request from the State Capitol Police. (See **rate sheet on page 20**.)
- D. By submitting a request to use State facilities for an event or to display an exhibit, the applicant agrees that applicant has read, understood, and will abide by the statutes, rules and policies of the State of Wisconsin governing the use of State facilities including this Policy; that the applicant is responsible for damages incurred as a result of applicant’s event or exhibit; that the applicant will either restore or pay to have restored the area used for applicant’s event or exhibit to the condition that existed prior to applicant’s use; and that applicant will indemnify and hold harmless the State of Wisconsin for any damage or loss the state incurs arising out of applicant’s use of any State facility. Any applicant that fails to abide by the terms of this agreement will not be permitted to schedule a future event or exhibit until the outstanding obligations have been fully satisfied.
- E. All food and drink items to be served must be identified in the permit application, and must be specifically approved. Food and drink which is red in color (e.g. wine, beets, etc.) will not be approved, due to the potential of these foods to stain surfaces.
- F. In order to avoid disruption to the business of the Capitol, applications for events occurring in the Capitol building on working days which are expected to produce a substantial volume of noise, should request times between 12:00 p.m. to 1:00 p.m. and from 4:30 p.m. to no later than 15 minutes prior to the close of the Capitol.
- G. Events and exhibits at the Capitol may not be used to solicit the sale of goods or services.

VI. PERMIT DECISIONS AND APPEALS

State Capitol Police shall grant permits subject to the factors enumerated below. Permits are valid only for the dates, times and locations indicated on the permit as approved by State Capitol Police. State Capitol Police shall process permits as expeditiously as possible. Permits shall be processed in the order received. Generally, permit requests are granted or denied within ten (10) business days. Permit requests for events which are likely to require additional or police resources, or which may have commercial implications, may take longer to review. All permit requests shall be granted or denied within thirty (30) days of receipt. All permit requests shall be made in writing and shall be granted or denied in writing. Requests not granted within thirty (30) days of receipt are deemed denied.

Current law allows for the grant or denial of a permit request on several grounds. In determining whether to grant a request the State Capitol Police shall observe the following:

- A. Permits may not be denied on the basis of the content of the speech, the event or the exhibit.
- B. Permits shall be granted for public events or exhibits without discrimination on the basis of age, race, creed, color handicap, marital status, sex, national origin, ancestry, and arrest or conviction record.
- C. Permits may be denied or limited if the requested use would conflict with a previously granted permit.
- D. Permits may be denied or limited if the requested use would interfere with the primary purposes of the building.
- E. Permits may be denied or limited if the requested use poses a substantial risk of financial loss to the State. **Please note: a failure to pay previous invoices from the State for costs incurred due to an event organized by the same person or persons, whether under the same name or another name, and whether the event was spontaneous or otherwise, shall be considered by the State Capitol Police as grounds for denying a permit.**
- F. Permits may be denied or limited if the permit application request is not fully completed and signed by a person who is legally competent to contract and to sue or be sued.
- G. Permits may be denied or limited if the permit request contains a material falsehood or misrepresentation.
- H. Permits may be denied or limited if the requested use would conflict with planned programs organized and conducted by the Department, a State agency, or a State official, which has been previously scheduled for the same time and place.
- I. Permits may be denied or limited if the user, or a person on whose behalf a request has been made, has made material misrepresentations regarding the nature or scope of an event or exhibit on prior occasions; has violated the terms of prior permits issued to any person on behalf of the user; has violated any applicable statute or administrative code in the course of a previous event or exhibit, whether permitted or otherwise; or has failed to pay any invoice arising out of any previous event of the user, whether permitted or otherwise.
- J. Permits may be denied or limited if the requested use would present an unreasonable danger to the health or safety of the user or other user of the facility, including state employees and the general public.

K. Permits may be denied or limited if the proposed use involves activity that is prohibited by law, by this Policy, or by applicable portions of the Wisconsin Administrative Code or Statutes.

If a person or organization is aggrieved by a decision of the State Capitol Police staff, an appeal may be taken to the Chief of State Capitol Police within three (3) business days of that decision. The appeal shall be in writing, stating the basis of the appeal and the relief sought, and attaching any relevant information or documents. The Chief of State Capitol Police may deny an appeal, grant an appeal, or grant an appeal subject to conditions consistent with this Policy. Appeal decisions by the Chief of State Capitol Police shall be in writing and shall be made within three (3) business days. Appeals not granted by the Chief of State Capitol Police are deemed denied.

Judicial review from any decision by the Chief of State Capitol Police may be sought under Chapter 227 of the Wisconsin Statutes.

GENERAL INFORMATION FOR THE STATE CAPITOL

Capitol Building and Capitol Square Hours

The Capitol building is open from: Monday through Friday 8:00 a.m. – 6:00 p.m.
Weekends and Holidays 8:00 a.m. – 4:00 p.m.

Scheduling Events and Exhibits

All events or exhibits in the public areas of State facilities are scheduled through:

Susan Barica
State Capitol Police
Room B2North
State Capitol
Madison, WI 53702
Telephone: (608) 266-7840
Fax: (608) 267-9343

The public areas of the Capitol building currently include the ground floor and first floor of the rotunda. As noted in Section V of the Policy, groups are encouraged to schedule their events early. For best results, plan to schedule as far in advance as possible.

Community Events

Persons wishing to plan events should be cognizant of certain standing community events that utilize the streets and sidewalks bordering the State Capitol Park, and in some cases the Park itself. These include, but are not limited to: Concerts on the Square (Wednesday evenings during the summer), Farmer's Market (Saturday mornings, spring to fall), Art Fair on the Square (generally the first weekend in July after the 4th of July holiday); and Taste of Madison (generally Labor Day Weekend). Community events are of great benefit to the quality of life for all citizens and will be given preference over other applicants.

Liability Insurance & Bonds

As explained in Sections II-(D) through II-(F) of this Policy, any individual or organization using the any State facility, including, the Capitol or Capitol lawn (State Capitol Park) will be responsible for all suits, damages, claims, or liabilities due to personal injury or damage to or loss of property and for the cost of any damages incurred as a result of its event or exhibit. While it is not generally required, it is strongly recommended that the sponsors of Capitol events or exhibits obtain liability insurance. Many state and national organizations already carry such policies. Policies can also be obtained at a reasonable cost from most insurance agents. The State Capitol Police reserves the right to require liability insurance, and a bond for clean-up and security overtime costs for any event.

Persons With Disabilities

During the restoration, numerous physical barriers were removed from the Capitol Square and the Capitol itself. Handicap accessible entrances are available at the Wisconsin Avenue, East Wisconsin Avenue, MLK Blvd., and West Wisconsin Avenue entrances to the Capitol. Doors can be opened with the push of a button. Handicapped parking spaces are available at the East Wisconsin Avenue and MLK Blvd. entrances. In the event of an emergency which causes the closing of one or more entrances to the Capitol, the MLK Blvd. entrance will be the designated handicap accessible entrance.

If you anticipate that a large number of persons with disabilities will attend your event, please discuss this matter with the State Capitol Police, so that arrangements can be made to accommodate participants. Every effort should be made to assure that all persons with disabilities have access to and can participate in your event.

Rest Rooms

Public rest rooms are located on the ground floor (north and south corridors) of the Capitol. Public rest rooms are also located on the third floor.

Tours

If you wish to have a tour of the Capitol you may book the tour(s) at:
<http://tours.wisconsin.gov/pub/reservations/default.aspx>.

Tours should be booked well in advance as tours are scheduled on a first-come, first-served basis and bookings fill quickly, especially during the spring.

Safety

One of the primary reasons for the Policy is safety:

- Safety of the participants attending your event or exhibit.
- Safety of other Capitol visitors.
- Safety of individuals conducting public business in the Capitol.

Whatever the size of your event, consider appointing assistants or marshals to ensure that your event is safe and accident-free. Please consult with the State Capitol Police regarding your possible or planned use of assistants or marshals. Assistants or marshals may:

- See that cords, ropes, plastic, posters, and sticks are not placed in walkways or areas where people could slip or trip.
- See that Capitol entrances and exits are kept clear.
- Assist in medical emergencies or other life-threatening situations.

EMERGENCIES

Medical

The State Capitol is not staffed or equipped to provide medical services. In the event of a medical emergency a person on the scene should call 911 for assistance. Note: cell phone effectiveness in the State Capitol is variable. Persons planning large events should develop a protocol for responding to medical emergencies, and should share that protocol with State Capitol Police. When planning a medical response protocol please note landmarks in the building and which current displays or exhibits are associated with particular entrances. While in the Capitol Building it is very easy to become disoriented.

Tornado

In the event of a Tornado Warning visitors to the State Capitol should seek shelter in the basement of the building. Capacity on the basement level is limited. It may be necessary for some persons to seek shelter in the hallways of the ground floor in the event that the basement is filled to capacity.

Fire

In the event of a fire all persons should seek the nearest exit on the ground floor or the first floor of the building. All doorways open outwards in the event of a fire.

Emergency Phone Numbers

Capitol Police Emergency Number: (608) 266-7700

Fire, Police, and Ambulance: 911

EXHIBITS AT THE CAPITOL

Exhibitors' Instructions

Please review the entire Policy and note sections pertaining to exhibits in your proposed display area.

On the day of your exhibit, report to the State Capitol Police before setting up your exhibit or before bringing any materials into the building.

Exhibit Design

When designing an exhibit, please consider its appropriateness. School groups frequently tour the Capitol throughout the year, but especially in the spring.

The Department of Administration reserves the right to limit the size of any exhibit. Space will be reserved for other exhibits, as well as for aesthetic reasons. When designing an exhibit, please keep persons with disabilities in mind:

- Does the exhibit have a baseboard that the visually-impaired can locate with a cane?
- Can mobility-impaired individuals navigate around the exhibit?

Protecting Surfaces

Exhibitors may not place any item on or lean any item against any wood or other painted surface other than the floor or tables set up specifically for this purpose. No adhesives of any kind may be used to attach or suspend any exhibit from any surface.

NOTE: Exhibitors will be charged all costs involved in repairing decorative painted surfaces they damage.

Parking

No parking is available for exhibitors. Exhibitors may load or unload exhibits through the MLK Blvd. entrance. Exhibits assigned to the First Floor of the Rotunda should be transported to that floor via a freight elevator. See the State Capitol Police for specific instructions on use of the freight elevator.

EVENTS, RALLIES, AND PROTESTS AT THE CAPITOL

Events on Capitol Square

Rallies, protests, and demonstrations, or partisan political events are usually held outdoors at the State Capitol Park. Typical locations include the State Street and the Main Street walkways. The Capitol itself serves as a dramatic backdrop for the event. Speaker's platforms may be erected when requested and approved as part of a permit. Please contact the State Capitol Police for further information

Events in the Rotunda

The Capitol is not an exhibit or convention center and the space is not equipped for a large number of exhibits or facilities for preparing or serving food to large numbers of people.

Programs, news conferences, etc., may be held in the First Floor Rotunda. The First Floor Rotunda can seat a maximum of 200. Chairs cannot impinge on the aisles.

The rotunda serves as the connector to the corridors leading to the four wings of the building. Hundreds of Capitol workers and visitors pass through the rotunda during weekdays. This means that passageways through the rotunda must be kept clear at all times and events may not completely fill the rotunda at any time.

In summary, the rotunda corridors and first floor corridors do not work well for large groups or large events, but may be appropriate and work well for small groups and short events.

Due to life-safety regulations, access to offices and exit doors need to be kept clear. Also, to protect the decorative painted surfaces, there are a limited number of tables and chairs that can be placed in the hall.

Please pay attention to the following requirements when planning your event:

1. No use of the rotundas or corridors can disrupt building functions. For safety reasons, the **number of event guests will be limited** by the need to prevent passageways from becoming blocked and to maintain unobstructed circulation through the building. Please have an ample number of volunteers, marshals, or coordinators assigned to monitor and ensure that all passageways remain clear.
2. All decorations or other items must be freestanding and cannot be attached to or leaned against any wall or other feature of the Capitol except the floor.
3. No signs or announcements may be posted on any surface of the Capitol. Stanchions or easels can be used for such signage. One sign may be placed at the ground floor information desk and an event sign may be placed on an easel in the hall where the event is taking place, identifying the event.
4. None of the Capitol's furnishings may be moved. Also, nothing may be dragged over the marble floors. All equipment must be carried into the rotunda or moved on carts approved

- by the State Capitol Police.
5. Since there is no way to confine noise to the rotundas or corridors, an effort should be made to keep sound levels as low as possible. Because of the disruption to tours and to the tenants of the Capitol, sound systems can be used in the rotunda only at low levels.
 6. No helium balloons, candles, bubbles, or any other item that could be harmful to the Capitol may be used.
 7. No food or beverages may be served unless special permission is granted by the State Capitol Police. If food or beverages are served, the event sponsor must see that the food and beverages are kept in the service area and not carried throughout the Capitol.
 8. If chairs or other equipment are required for the event, they can be provided for a fee by the State Capitol Police.

Parking

Parking is a major problem around the Capitol. Although there is metered parking on many streets in the vicinity of the Capitol Square, it is not adequate to handle the number of individuals who desire to park close to the Capitol. There are several parking ramps in downtown Madison. A map is available at: <http://www.cityofmadison.com/parkingutility/maps/Downtown.cfm>

Bus Parking

Contact the State Capitol Police to enquire about obtaining parking for buses. A limited amount of space on streets adjacent to the Capitol Park can be made available with adequate advance notice.

Signs & Decorations

EXTERIOR

Banners, posters, signs, or decorations cannot be attached to the building or any of the shrubs, trees, monuments, fences, grates, or other features on the Capitol grounds. Nor can any posters, signs, or other items be driven into the ground.

INTERIOR

As noted in the Policy, signs on sticks cannot be brought into the Capitol. Helium balloons are also not allowed inside the Capitol.

Often in conjunction with an event or demonstration, participants want to enter the Capitol to meet with or lobby legislators, or attend legislative sessions or committee meetings. These groups often want a visual means to identify their group or want to be identified as supporting or opposing a specific cause or issue. It is suggested that these individuals wear ribbons, buttons, or stickers on their clothing. One event directional sign, not exceeding 8" x 10", may be placed by the Capitol Information Desk. One sign may also be placed on an easel to identify the entrance to the event.

EQUIPMENT AND CUSTODIAL RATE SHEET

Will equipment or services be needed from Legislative Council Facilities Agency? ____ Yes ____ No
 If yes, which of the following equipment is needed:

EQUIPMENT	NO. AVAILABLE	CHARGE PER ITEM	NO. NEEDED	FOR OFFICE USE ONLY
Chair (<i>folding</i>)	200	\$1.00		
Easel	5	\$4 per easel per day		
Electricity (<i>120-volt plugs</i>)		\$15.00		
Electricity (<i>3-phase</i>) outdoor use		\$40 plus \$5.00/hr. for		
Podium (<i>includes the microphone</i>)	1	\$30.00		
Public Address System (<i>electric included</i>)	1	\$42.50*		
Microphones on Stands	2	\$10.00 each		
Table (<i>folding</i>)	3 - 6' x 18"	\$7.00 per table per day	- 6' x 18"	
	15 - 6' x 30"		____ - 6' x 30"	
Tabletop Lectern	1	\$12.00		
Hose and Water (nonpotable)	1 each	\$10.00	_____	
Trash Can <i>(If your outdoor event needs additional trash pickup, your event will be billed an extra \$25.00.)</i>	10	\$2.00		
				EQUIPMENT
WEEKDAY RATE <i>(Unless Specified by the Department of Administration)</i>		\$28.00 Per Hour - LABOR		
WEEKEND RATE <i>(Calculated by Number of People Attending Your Event)</i>		\$37.00 Per Hour - LABOR		
HOLIDAY RATE <i>(Rate Determined by the Department of Administration, Calculated by Number of People Attending Your Event)</i>				
If you are a State agency, will you be inter-accounting your bill? ____ Yes ____ No If yes, which Department/Agency should be billed? <u>Payment in Full Must Be Received Before the Date of Your Rally or Event.</u>				TOTAL

The above rate will be charged per person for labor to erect, operate, and remove the public address system provided by the State. **In addition**, there will be a one-half hour labor charge prior to the event and a one-half hour labor charge after the event for setting up and taking down the public address system equipment.

Notes on the Public Address System

In the event of inclement weather (re: rain, snow, hail, mist, etc.), for safety reasons and to prevent damage to the equipment, the public address system will not be provided or will be removed if such weather occurs during the event. If the equipment can be sheltered under the portico (top of east steps), it will be moved to that location so the program can continue.

The system has the capability of more than one microphone and plays cassettes and CDs. No equipment (i.e., band, additional mikes, etc.) can be hooked into the State Public Address System.

APPENDIX A

STATE CAPITOL	1 West Mifflin	Madison
1 WEST WILSON STREET	1 W Wilson St	Madison
CAPITOL HEAT/POWER PLANT	624 E. Main St	Madison
CAPITOL HTG PLT EXPANSION	624 E. Main St	Madison
CAPITOL HTG PLT CHIMNEY	624 E. Main St	Madison
CAPITOL HTG PLT SHOP	624 E. Main St	Madison
CAPITOL HTG PLT GARAGE	624 E. Main St	Madison
HILL FARMS BLDG A & B	4802 Sheboygan Ave.	Madison
HILL FARMS GARAGE	4802 Sheboygan Ave.	Madison
HILL FARMS BLDG D	4702 University Ave	Madison
HILL FARMS POWER PLANT	4630 University Avenue	Madison
HILL FARMS CHIMNEY	4630 University Avenue	Madison
HILL FARMS BLDG L	4638 University Ave.	Madison
HILL FARMS BLDG E	4636 University Ave.	Madison
EXECUTIVE GARAGE	99 Cambridge Road	Madison
STATE ADMINISTRATION BLDG	101 E. Wilson Street	Madison
GEN EXECUTIVE FACILITY #1	201 E. Washington	Madison
STATE OFFICE - EAU CLAIRE	718 West Clairemont	Eau Claire
STORAGE SHED - EAU CLAIRE	718 West Clairemont	Eau Claire
STATE OFFICE - LA CROSSE	3550 Mormon Coulee Rd	La Crosse
STORAGE SHED - LA CROSSE	3550 Mormon Coulee Rd	La Crosse
STATE OFFICE - MILWAUKEE	819 North 6th Street	Milwaukee
STATE OFFICE - WIS RAPIDS	1681 Second Ave. South	WI Rapids
STATE OFFICE-WIS RPDS ADD	1681 Second Ave. South	WI Rapids

STORAGE SHED - WIS RAPIDS	1681 Second Ave. South	WI Rapids
CENTRAL SERVICES FACILITY	202 S. Thornton Ave.	Madison
STATE AGRICULTURE BLDG	2811 Agriculture Drive	Madison
BADGER ROAD OFFICE BLDG	801 W. Badger Road	Madison
GEN EXECUTIVE FACILITY #2	101 S. Webster Street	Madison
GEN EXECUTIVE FACILITY #3	125 S. Webster Street	Madison
STATE OFFICE - WAUKESHA	141 Northwest Barstow St	Waukesha
STATE OFFICE ADDN - WAUKESHA	141 Northwest Barstow St	Waukesha
STATE OFFICE - GREEN BAY	200 North Jefferson St	Green Bay
ECB - BUILDING	3321 W. Beltline Hwy.	Madison
HANGER-WISCONSIN AIR	3400 Miller Street	Madison
T-BUILDING WISCONSIN AIR	3400 Miller Street	Madison
S/E REGION CRIME LAB	1578 S 11th Street	Milwaukee
S/E REGION CRIME LAB-ADDN	1578 S 11th Street	Milwaukee
STATE HYGIENE LABORATORY	2601 Agriculture Drive	Madison
STATE REVENUE BUILDING	2135 Rimrock Rd	Madison
RISSER JUSTICE CENTER	17 West Main Street	Madison
CONVENTION CTR PRKNG RAMP	1 John Nolen Dr.	Madison